

Six-Course Drop Limit

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What students are affected by this legislation?

Students who enroll as entering freshmen or first-time in college students in undergraduate courses offered through an affected institution of higher education for the first time during the Fall 2007 semester or any subsequent semester are subject to the course drop limit restrictions.

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What does first-time in college mean?

First-time in college means that you did not complete any college courses prior to Fall 2007.

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Are any students exempt from this legislation?

Students who received course credit posted on an official transcript at a Texas public institution or any other regionally accredited institution of higher education before Fall 2007 are exempt from this legislation.

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What is considered to be a course drop under this legislation?

A course drop, which will be recorded on the transcript, is defined as an affected credit course not completed by an undergraduate student who:

1. Is enrolled in the course at the official census date*, and
2. Will receive a non-punitive grade of WL.

*The Official Census Date varies according to the length of the course. The most common course lengths are listed below. For the census date for all other course lengths, please contact the Office of Enrollment Services.

COURSE LENGTH	DATE OF RECORD
3 week course	2nd class day
5 or 6 week course	4th class day
8 week course	6th class day
16 week course	12th class day

Note: The class day means the first day of the part of term, not the first day of your particular class.

How can students prevent themselves from dropping so many classes?

When determining a class schedule for a term, students need to choose carefully the courses they plan to take. When determining the proper course load for a term, students should take into consideration outside factors which may affect their performance such as their work schedule and/or their extra-curricular activities.

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What happens if I completely withdraw from the institution?

Complete withdrawals are not subject to the six drop legislation and do not count toward the limit. For the purposes of the six-drop rule, a complete withdrawal means that you drop all courses for the term on the same date.

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Are there any situations when a course drop would not count in the limit?

Yes, some courses are excluded from the legislation. Developmental courses and courses taken while still in high school are automatically excluded. You do not have to submit a *Request for Six-Drop Exemption* form for drops in these courses.

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Are there any situations when a course drop can be exempt from the limit?

Some drops may be eligible for exemption for certain situations as severe illness, responsibility for the care of a sick family member, death of a family member, or a call to active duty military. See attached policy for more information.

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How will San Jacinto College know the number of affected drops I have at other affected colleges or universities?

Transfer students who are affected by this legislation shall be required to submit all transfer institution transcripts for processing of the transfer course drops which apply to the limit prior to being allowed to utilize any drops at San Jacinto College. The number of drops counting toward the six-drop limit will be indicated on the official transcript. If the transfer transcript does not indicate any drops toward the limit, San Jacinto College will set the drop count for that institution at zero. If the transfer institution indicates affected drops of 1 through 6, that number will set as the drop count from that institution. This process will take place for all incoming transcripts from affected colleges and universities. The total from all transfer institutions and San Jacinto College cannot exceed six total drops.

If a student was granted a drop at San Jacinto College and the Enrollment Services Office later learns that the drop counter was set incorrectly, the student's record will be corrected and the drop counter reset. If the student has exceeded the six course drop limit, the drop will be removed and the faculty member of the associated course will be contacted to issue the appropriate grade.

How do I request an exemption for a course drop?

You must complete the [Request for Six-Drop Exemption Form](#) and provide appropriate documentation. See attached policy for more information.

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When must I submit the Six-Drop Exemption Request form?

You must request the exemption before you drop the course. If you do not and a grade of WL is awarded you must go through a grade appeal process.

Must I submit a *Six-Drop Exemption Request* form if I am withdrawing from college? (This means dropping all courses for the term on the same date)

No. You must contact the Enrollment Services Office to let them know of your intention. They will then review the registration form and will note all drops on the same date and will mark your courses as exempt from six-drop. You will receive grades of "W".

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What if I am enrolled in only one course and I drop it. Is that considered withdrawing from college and will it be exempt?

Yes. As long as you were only enrolled in one course for the entire term you will receive a grade of W. If you are enrolled in one course and drop it and then later enroll in another course that term, the drop will count in the six-drop.

You must request the exemption before you drop the course. If you do not and a grade of WL is awarded you must go through a grade appeal process.

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What is the purpose of this legislation? Does the state lose money when students drop classes?

The state of Texas awards higher education institutions funding based on the total number of credit hours that students are taking at the institution. When a student drops a course from which the institution has already received funding, the state loses the investment it has made to the institution for that student in that course. In other words, the state will award funding again for the second attempt by the student for the same course. So in a sense, the state has lost money by having to award funding to the institution for the repeated attempt by the student.

The state has partially addressed this loss in funding by restricting the funding awards to the institution for a course that a student has attempted three or more times. Although the state will not award funding, the state has allowed institutions to charge additional fees for students who attempt the same course three or more times.

By restricting the total number of drops a students can have in their academic careers, the state hopes that the number of drops and repeated courses will decrease.

What happens if I enroll at more than one Texas public college or university?

If you are an affected student and have affected drops, all will count in the six-drop limit. If you have two affected drops at Texas Public College X and two drops at Texas Public University Y, when you transfer to San Jacinto College, then you will only be able to drop two courses. (Total of six at all affected institutions)

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What happens if my Instructor drops me for excessive absences?

Drops initiated by faculty for spring 2008 and summer 2008 will count in the limit if the student is eligible to receive drops. (If the six limit has been reached, then the faculty member's drop will not be posted and the faculty member must award a grade of A, B, C, D, or F).

Beginning fall 2008 and thereafter, faculty will no longer drop students for excessive absences.

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What will happen in the SOS registration system when I have reached the six drop limit?

Beginning Fall 2008, the SOS registration system will allow you to drop and add courses through the posted dates for drops and adds. After that time, the SOS system will not allow you to drop any courses. You must receive grades of A, B, C, D, or F for all affected courses.

What should I do if I don't request an exemption and I receive a grade of WL? May I submit an exemption request after the grade is awarded?

Beginning the Fall 2008 term you may not request an exemption once the grade has been awarded. Once a grade is awarded, the student must follow the procedures to request a grade change. The process for a grade change is found in the Student Handbook. This is handled by the Office of the Vice President of Instruction.

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How will I know how many drops I have that will apply to the six-drop limit?

The number will be calculated by adding the number of grades of WL you have on your San Jacinto College transcript; the number of affected drops transferred from other affected colleges & universities; and, the number of courses you have already dropped that term.

What do I do if I don't agree with the number of affected drops reported by transfer institutions?

If you have a question regarding the number of affected drops you have from other Texas public colleges and universities, you will have to contact those institutions for that information. If you dispute the number of affected drops reported on your transfer transcripts, you will have to contact those institutions for information. San Jacinto College will not know which courses are included in the drop limit.

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